

# **NEWPORT PUBLIC LIBRARY**

## **Board of Trustees**

### **Meeting Minutes**

**January 17, 2013**

**1. Call to order: President Mary Ambrogi called the meeting to order at 4:35 p.m. in the Rotary Board Room of the Newport Public Library.**

**Attendance: Mary Ambrogi, Jennifer Booth, Lynn Ceglie, Chuck Flippo, Paul Gaines, Girard Galvin, Eileen Hadfield, Robin Skuncik Jones, Susan McCoy, Justin McLaughlin, and library director Regina Slezak.**

**Excused: Carol Cummins, Doriene Farzan, David Gordon and Sheila Sulentic,**

**Absent: David Reed**

**2. Amendment to the agenda:**

**Regina Slezak made one addition to the agenda. Under the heading New Business, she added the Island Photography Group is requesting permission from the Board to serve wine at the reception of the opening of their exhibit in March 2013. The Board is withholding their decision pending the group obtaining insurance.**

**3. Minutes of the November 15, 2012 meeting:**

**Susan McCoy asked for changes or additions to the minutes. Hearing none, she asked for a motion to accept the minutes as presented. Jennifer Booth moved to accept the minutes of the November 15, 2012 meeting. Paul Gaines seconded the motion. Mary Ambrogi, Jennifer Booth, Lynn Ceglie, Chuck Flippo, Paul Gaines, Girard Galvin, Eileen Hadfield, Robin Skuncik Jones, Susan McCoy, and Justin McLaughlin voted for the motion. There were no votes against. The vote was unanimous. The motion carried.**

#### **4. Finance Committee report:**

**Financial statements for November/December 2012 were reviewed. Robin Skuncik Jones reported that operating expenses were under budget but income is over budget year to date. Investment accounts are up 6% as of December 31, 2012.**

**November/December electric bills from National Grid have been delayed due to an error in billing. They are for the delivery charges only and will be shown in the January reports. Usage charges have still not been received from Direct Energy.**

#### **5. President's report:**

**Mary Ambrogi reported on the foundation meeting. The Newport Public Library Foundation was established in 2001 as to provide fundraising for the library but has struggled to get off the ground. At**

**the January 16, 2013 meeting, the vote was unanimous to dissolve the foundation. The Board of Trustees will now take the role as fundraisers if the need arises.**

**6. Building and Grounds Committee:**

**Regina Slezak reported that issues with the roof continue. Venting has helped but not completely solved the problem of the deck bubbling and nails popping. Roof still leaks during heavy rain.**

**7. Financial Development Committee report:**

**Susan McCoy reported that \$13,740 from 137 responses have been received for the Annual Appeal.**

**The Event Committee has selected Ruth Barge Thumbtzen as their honorary chair for this year's event. Susan McCoy will be the Event Coordinator.**

**8. Friends of the Library:**

**Chuck Flippo reported that at the last Friends meeting, the Friends voted to give the library money to purchase e-books for the collection, \$215 for the Chamber of Commerce Expo and \$300 for March into Reading.**

**The family of a patron who recently passed away has designated the Friends for donations in his memory.**

## **9. Director's Report:**

In addition to her written report, Regina Slezak reported that the Steinway Piano Company has requested to do a program at the library. The library has an old Steinway piano in the Program in need of restoration.

Additional security cameras will be installed with capital improvement project funds from the city.

The young adult department has received a grant for \$2,500 from the Primary Prevention Institute at the Women's Resource Center for program planning.

## **10. Old business:**

### **a. Meeting Room policy:**

The Board reviewed the revised Meeting Room policy. Revisions included guidelines for repeat usage, responsibilities of users and a new fee schedule for for-profit groups.

Jennifer Booth made a motion to accept the revised Meeting Room policy. Girard Galvin seconded the motion. Mary Ambrogi, Jennifer Booth, Lynn Ceglie, Chuck Flippo, Paul Gaines, Girard Galvin, Eileen Hadfield, Robin Skuncik Jones, Susan McCoy, and Justin McLaughlin voted for the motion. There were no votes against. The vote was unanimous.

The motion carried.

## **11. New Business:**

**a. 403b related services:**

Discussion took place regarding the various activities needed for our 403b plan to be in compliance with ERISA and Department of Labor regulations. The costs for these services would be a one-time cost of \$5,000 and ongoing costs estimated to be \$6,000 per year.

Jennifer Booth made a motion to approve a one-time cost of \$5,000 and ongoing costs estimated to be \$6,000 for the library to be in compliance with ERISA and Department of Labor regulations regarding its 403b plan. Susan McCoy seconded the motion. Mary Ambrogi, Jennifer Booth, Lynn Ceglie, Chuck Flippo, Paul Gaines, Girard Galvin, Eileen Hadfield, Robin Skuncik Jones, Susan McCoy, and Justin McLaughlin voted for the motion. There were no votes against. The vote was unanimous.

The motion carried.

**b. Policy review: ALA Code of Ethics:**

Copies of the ALA Code of Ethics were distributed to Board members. This replaces an older version in the library's policy manual.

**12. Adjournment:**

The meeting was adjourned at 5:55.

The next meeting is scheduled on February 28, 2013.